



Board of Selectmen

**Ware Town Hall, Meeting Room, 126 Main Street
Regular Meeting Notice Agenda – Tuesday, August 13, 2019 at 7:00 p.m.**

Meeting Opened

Opening Remarks, Announcements, and Agenda review by Chair

Consent Agenda

- **Approval of Meeting Minutes of June 18, July 2, and July 16, 2019**
- **Special Event Permit: Friends of the Ware Dog Park Presents Doggie Dip-N-Dive, Saturday, August 31, 2019**
- **Special Event Permit: Ware Family Center presents Ware Junior Car Show, Saturday, September 7, 2019**
- **Special Event Permit: Grenville Woodland Playground Committee Presents Nerf War, Sunday, September 22, 2019**

Scheduled Appearances

- **7:05 p.m. Review of Dangerous Dog Hearing**

Old Business

- **Public Safety Report on Request for Handicapped Parking Sign at 33 Pulaski Street**

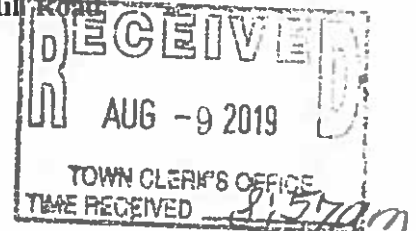
New Business

- **Discussion to Hire Part-Time HR**
- **Approval of Appointment of Treasurer/Collector**
- **Consideration of Appointment of Acting Fire Chief**
- **Labor Attorney Consideration**
- **Town Manager Goals Update**
- **Set Public Hearing for 7:05 p.m. on Tuesday, September 3, 2019 for National Grid/Verizon New England Petition for Joint or Identical Pole Locations, Sherman Hill Road**

Comments and Concerns of Citizens

Town Manager Report

Adjournment





Board of Selectmen

Ware Town Hall, Meeting Room, 126 Main Street

Regular Meeting Minutes – Tuesday, June 18, 2019 at 7:00 p.m.

Meeting Opened by Chairman Carroll. There was a moment of silence for Victoria Mega (died June 17 at age 101), and Alex Labier (died June 9, USMC)

Present: Selectman John E. Carroll, Selectman Nancy J. Talbot, Selectman Alan G. Whitney, Town Manager Stuart Beckley, Clerk Mary L. Midura

Absent: Selectman Keith J. Kruckas, Selectman Tracy R. Opalinski

Opening Remarks, Announcements, and Agenda review by Chair

Selectman Whitney inquired about the opening of the town pool; Mr. Beckley noted the plan is to open the last weekend of June, in need of 3 or 4 lifeguards. Selectman Whitney noted the recent accident at Church and Pleasant Streets, asking if lights should be added to the stop sign.

Consent Agenda

- **Approval of Minutes of May 21, 2019 and June 5, 2019**
- **Special Event Permit: Melha Shriners Family Fun Day, Sunday, July 28, 2019**
- **Special Event Permit: Domestic Violence Awareness Walk, Saturday, October 19, 2019**

Selectman Whitney made the motion to approve the consent agenda; Selectman Talbot seconded the motion. The motion passed on a vote of 3 Yes, 0 No, 2 Absent (Selectman Kruckas, Selectman Opalinski).

Scheduled Appearances - none

Old Business - none

New Business

- **Committee Resignations:**
 - **Nancy Dunn, Cultural Council**
 - **Tracy Opalinski, Community Development Authority**

Selectman Talbot made the motion to accept the resignations with regrets and thanks; Selectman Whitney seconded the motion. The motion passed on a vote of 3 Yes, 0 No, 2 Absent (Selectman Kruckas, Selectman Opalinski).

- **Committee Reappointments:**
 - **Wanda Mysona, Historical Commission, Term to Expire June 30, 2022**
 - **Dennis Cote, Conservation Commission, Term to Expire June 30, 2022**
 - **Kristen Rosenbeck, Conservation Commission, Term to Expire June 30, 2022**
 - **John Carroll, Community Development Authority, Term to Expire June 30, 2022**

Selectman Talbot made the motion to approve the committee reappointments; Selectman Whitney seconded the motion. The motion passed on a vote of 3 Yes, 0 No, 2 Absent (Selectman Kruckas, Selectman Opalinski).

- **New Committee Appointment:**

- **Claudia Kadra, Historical Commission, Term to Expire June 30, 2022**

Ms. Kadra was present. She noted she has worked at Mary Lane Hospital for over 30 years, is a third generation Ware resident and is very interested in the history of Ware.

Selectman Talbot made the motion to approve the appointment; Selectman Whitney seconded the motion. The motion passed on a vote of 3 Yes, 0 No, 2 Absent (Selectman Kruckas, Selectman Opalinski).

- **Police Appointments: Special Police Officers, Honorary Police Officers, Police Matrons, Constables**

Tabled to July 2, 2019

- **Amend Host Community Agreement for Primo Co., LLC**

Mr. Beckley explained that the Board has previously approved the HCA; this changes the location only.

Selectman Whitney made the motion to approve the location change to 50 East Main Street; Selectman Talbot seconded the motion. The motion passed on a vote of 2 Yes, 1 No (Selectman Carroll), 2 Absent (Selectman Kruckas, Selectman Opalinski).

- **Amend Senior Citizen/Veteran Tax Work Off Program Policy**

Ms. Midura explained that the change of participants' work for the Town to November 1 – October 31 will better comply tax reporting purposes.

Selectman Talbot made the motion to amend the Senior Citizen/Veteran Tax Work Off Program Policy; Selectman Whitney seconded the motion. The motion passed on a vote of 3 Yes, 0 No, 2 Absent (Selectman Kruckas, Selectman Opalinski).

- **Reimbursement Policy**

Mr. Beckley noted proposed changes, and Tracy Meehan noted the policy protects the Town. Police Chief Crevier noted that department heads must approve their employees' submitted expenses, and his department follows the policy. Ms. Meehan noted that not all department heads follow the policy. After further discussion, the Board moved to table this topic to a future date.

- **Approval of PILOT Agreement, Dynamic Energy, Palmer Road**

Selectman Whitney made the motion to approve the PILOT Agreement of Dynamic Energy; Selectman Talbot seconded the motion. The motion passed on a vote of 3 Yes, 0 No, 2 Absent (Selectman Kruckas, Selectman Opalinski).

Mr. Beckley noted the land will be taxed with \$11,900 per megawatt. The Conservation Commission has noted that National Grid is conducting capacity studies on all current projects.

- **Departmental Transfers**

Selectman Talbot made the motion to approve the Departmental Transfers; Selectman Whitney seconded the motion. The motion passed on a vote of 3 Yes, 0 No, 2 Absent (Selectman Kruckas, Selectman Opalinski).

- **Borrowing Approval Votes, Dump Truck Life**

Selectman Talbot made the motion to declare 10 years as the useful life of the two dump trucks, one approved last year, one approved this year; Selectman Whitney seconded the motion. The motion passed on a vote of 3 Yes, 0 No, 2 Absent (Selectman Kruckas, Selectman Opalinski).

Selectman Whitney made the motion to approve the school borrowing; Selectman Talbot seconded the motion. The motion passed on a vote of 3 Yes, 0 No, 2 Absent (Selectman Kruckas, Selectman Opalinski).

- **Request to Set Hearing for Dangerous Dog: July 2, 2019, 7:05 p.m.**

Selectman Whitney made the motion to set the Dangerous Dog Hearing for Tuesday, July 2, 2019 at 7:05 p.m.; Selectman Talbot seconded the motion. The motion passed on a vote of 3 Yes, 0 No, 2 Absent (Selectman Kruckas, Selectman Opalinski).

Comments and Concerns of Citizens

Herb Foley, Mountain View Drive spoke of the trees on Pennybrook Estates planted by the Tree Warden. He noted that the field was worked on and used for over 20 years. He was president of the soccer league when the Board of Selectmen approved the field for soccer use. Many of the kids in the soccer program helped make the field and the league did all the work. Over \$265,000 was put into that field to make it level and useful. A company from New York came to see the field and stated that the soccer league did an excellent job. Mr. Foley wants people to understand why trees should not be planted there.

Mr. Beckley noted that the field has not been used for years, and he does understand all the effort put into the field. Selectman Carroll questioned why the trees were to be planted at that location; Mr. Beckley noted that the Tree Warden can look at other locations.

Jim Russell asked when the TIF Committee would be meeting, and asked the status of the Main Street buildings and 73 West Main Street. Mr. Beckley noted that the Town has acquired 73 West Main Street. The new owner of the building with the blue tarp will be meeting with Mr. Beckley soon. The next TIF Committee meeting should be in July.

Cathy Buelow-Cascio also questioned these ongoing issues, and expressed her concerns that the TIF Committee has not met for a very long time.

Town Manager Report

Upcoming dates:

June 29 – Bulky Waste 1, Sparkle Run/Pancake breakfast, Fireworks

July 13 – Bulky Waste 2

August 6 – National Night Out, 6-8 p.m.

Projects:

Spring Street Reconstruction – Commencing as weather cooperates

Elm Street Reconstruction – Commencing mid-July

Bids for Sludge Removal – Due June 27

Bids for Road/Paving materials – Due July 10

Road projects will then be scheduled (Longview, Woodland, Babcock) and smaller shimming projects and stone seal.

Old Belchertown Bridge – Design underway

Beaver Lake Dam – Meeting with Trust and contractor on June 24

Senior Center structure – the soils and structure review will begin July 1
The Water Department completed the system flushing today.
The Town (Gibby) is preparing takings paperwork and offers for the easements required to complete the Main Street construction. These should come to the Board for approval on July 16.
73 West Main Street. A draft Request for proposals is attached. Proposals due on July 21. Are there any priorities beyond removal that the Board would like to include?

Personnel:

Faith Dulak has temporarily filled the Assistant Tax Collector position.
Gilbert St. George-Sorel remains as interim DPW Director
The following positions are open and posted: DPW Driver/Laborer, Water Foreman, Treasurer/Collector, Assistant Tax Collector, and DPW Director
Brian Rucki has completed the T-1, D-1 licenses and can take on secondary operator duties.
David Edgar, Mark Lagimoniere, and Ryan Bateman have all completed the requirements to be Paramedics.

Bulky Waste – The Town is working with Gold Circuit recycling in Palmer on two dates: June 29 for electronics/Styrofoam and July 13 for furniture/mattresses. These collections will be held at Robbins Road from 9 a.m. to noon each day.

Selectman Whitney made the motion to Adjourn Regular Session at 7:54 p.m. to go into Executive Session: MGL Chapter 30A, Section 21 (a) #2 Negotiations-Police, #3 Litigation-Tri County , NOT TO RECONVENE IN OPEN SESSION. Selectman Talbot seconded the motion. The motion passed on a roll call vote of 3 Yes, 0 No, 2 Absent (Selectman Kruckas, Selectman Opalinski).

Selectman John E. Carroll	Yes√
Selectman Keith J. Kruckas	Absent
Selectman Tracy R. Opalinski	Absent
Selectman Nancy J. Talbot	Yes√
Selectman Alan G. Whitney	Yes√

Attest: _____
Mary L. Midura, Executive Assistant



Board of Selectmen

**Ware Town Hall, Meeting Room, 126 Main Street
Regular Meeting Minutes – Tuesday, July 2, 2019 at 7:00 p.m.**

Meeting Opened by Chairman Carroll. There was a moment of silence for Genevieve Desmond.

Present: Selectman John E. Carroll, Selectman Keith J. Kruckas, Selectman Nancy J. Talbot, Town Manager Stuart Beckley, Clerk Mary L. Midura

Absent: Selectman Tracy R. Opalinski, Selectman Alan G. Whitney

Opening Remarks, Announcements, and Agenda review by Chair

Consent Agenda

- **Retroactive Approval One-Day Liquor License: Workshop 13, Vinyl Record Show & Sale, Sunday, June 30, 2019**
- **Special Event Application: Grenville Woodland Playground Committee Presents Nerf War, Sunday, July 14, 2019**
- **Special Event Application: Patricia Orszulak Memorial 5K Run/Walk to Cure ALS, Saturday, August 24, 2019**
- **Special Event Application: Ware Farmers & Artisans Market, July – October 2019**

Selectman Kruckas made the motion to approve the consent agenda; Selectman Talbot seconded the motion. The motion passed on a vote of 3 Yes, 0 No, 2 Absent (Selectman Opalinski, Selectman Whitney).

Scheduled Appearances

- **Public Hearing: Dangerous Dogs**

Chairman Carroll noted the letter of complaint from Bill Hill. Mr. and Mrs. Hill noted they have lived in town for over 20 years, and recent events as described in their letter. They now have a puppy and need to walk safely on the rail trail 2 – 4 times per day. Their dogs now have anxiety as a result of the attacks by the dogs at 20 Westbrook Avenue. They no longer walk by that residence. They are aware that the dogs' owners have put up a kennel, but the dogs have been loose even after the kennel was put up.

Chairman Carroll asked if there have been any vet or medical bills; the Hills answered no.

Jen Baker, owner of Gunner and Chloe, noted that she replaced her storm door and bought stronger leashes and collars, as well as the outdoor \$500 kennel. The dog is a rescue and high energy, but she was not home on either day of the attacks. The dog officer never contacted Ms. Baker. Selectman Kruckas questioned why the dog officer did not contact Ms. Baker. Selectman Talbot questioned the safety of the kennel; Ms. Baker noted the kennel is anchored and 10 feet from the door. Selectman Talbot suggested the dogs should be on leash from the door to the kennel and back.

Chairman Carroll asked Mr. and Mrs. Hill if they were satisfied with these improvements; the Hills stated they were not satisfied and the dog should be muzzled as the leashes do not work. Chairman Carroll asked Town Manager Stuart Beckley to contact the Animal Control Officer to give a full report. Chairman Carroll stated that both dogs should be on secure leashes and under control at all times. He reminded the owners

that they are responsible if there are any further incidents. Selectman Kruckas noted that police should be called. Mr. Hills stated he called the police many times. Mr. Beckley noted that in previous such cases, the Board would require muzzles and leashes. Selectman Kruckas asked to be notified if there is no response from the Animal Control Officer. Chairman Carroll stated that the neighbors should speak outside to resolve the situation.

Selectman Talbot made the motion to continue this hearing for further review on Tuesday, August 13, 2019 at 7:05 p.m. Selectman Kruckas seconded the motion. The motion passed on a vote of 3 Yes, 0 No, 2 Absent (Selectman Opalinski, Selectman Whitney).

Old Business

- **Review of Expense Reimbursement Policy**

Selectman Kruckas noted that this was discussed in Executive Session two weeks ago. Mr. Beckley noted the policy and the grievance are not yet resolved.

Selectman Talbot made the motion to table until the grievance has been heard. Selectman Kruckas seconded the motion. The motion passed on a vote of 3 Yes, 0 No, 2 Absent (Selectman Opalinski, Selectman Whitney).

New Business

- **Appointment to Finance Committee: Angela Lynn Nenni, Term to Expire June 30, 2022**

Lynn Nenni stated she moved to Ware in May 2019 and is looking forward to volunteering. Denis Ouimette, Chairman of the Finance Committee, stated the Committee recommends Ms. Nenni very highly for her strong finance and leadership experience.

Selectman Talbot made the motion to approve the appointment of Angela Lynn Nenni to the Finance Committee, Term to Expire June 30, 2022. Selectman Kruckas seconded the motion. The motion passed on a vote of 3 Yes, 0 No, 2 Absent (Selectman Opalinski, Selectman Whitney).

- **Departmental Transfer: Fire/Ambulance**

Lieutenant Martinez spoke of the self-contained breathing apparatus and air packs, with all issues being addressed. Selectman Kruckas questioned the routine maintenance. Mr. Beckley noted the maintenance and annual inspection of all equipment.

Selectman Kruckas made the motion to approve the departmental transfer. Selectman Talbot seconded the motion. The motion passed on a vote of 3 Yes, 0 No, 2 Absent (Selectman Opalinski, Selectman Whitney).

Comments and Concerns of Citizens:

Reporter Jim Russell questioned the issue of the dog hearing – does the Town have an ACO? Mr. Beckley stated yes, as shared with Palmer. Mr. Russell questioned if there was a citation; Mr. Beckley noted that the owner stated she did not receive a citation. Mr. Russell questioned the grievance from police and the reimbursement policy; this is tabled until resolved. Mr. Russell questioned the status of the fire chief investigation; Chairman Carroll noted there is no status report.

Cathy Buelow-Cascio questioned the TIF with G&G Medical; Mr. Beckley noted the next TIF meeting is July 18 to meet with G&G Medical.

Emma Monahan, Ware River News reported, asked about the trees planted as discussed at the June 18 meeting; Mr. Beckley noted that the trees are small and hard to see, and the Tree Warden has been asked to look at other locations.

Jim Russell further questioned what will be done regarding the dog issue, and what if there is no response from the ACO; Mr. Beckley noted the very difficult job that the ACO does.

Cathy Buelow-Cascio further question who will follow up on the ACO response; Mr. Beckley noted the

ACO handles Ware, Warren, Palmer and Monson.

Town Manager Report

Upcoming dates:

July 13 – Bulky Waste – Furniture and Mattresses

August 6 – National Night Out, 6-8 p.m.

Grants

The Town received notification of award of the Town Hall Envelope Study grant from the Massachusetts Historical Commission. Work by an architect will commence in early Fall. The Town received the grant for repair and construction of the southern portion of the Ware River Valley Rail Trail. This will include drainage improvements and surface improvements. The grant is \$20,000 matched.

In addition, the East Quabbin Land Trust received a grant for construction of the northern section of the trail toward Gilbertville. Finally, the Chicopee Watershed Group received a grant for access to the Ware River for a water trail from Ware to Bondsville.

Bidding

The Town received a very favorable bid for the Sludge Removal project, with a bid of \$203,500 to clean all tanks. The Town will move forward quickly to commence this project.

Bids for DPW materials and services such as paving, chip seal and snow plowing will be received on July 10. Proposals for 73 West Main Street are due later in July.

Personnel

Departments will hold interviews for the Assistant Tax Collector and Truck Driver/Laborer next week.

Main Street

Mr. St. George-Sorel has worked with the Town Attorney to complete all the paperwork required for easement takings for Main Street. He will bring this to the Board for signatures on July 16.

School Building

The Town has received the Project Funding Agreements from the Massachusetts school Building Authority. The Town Attorney (attached) has recommended that the Selectmen, School Committee and building committee each vote to authorize the Town Manager to be able to sign these agreements. Mobilization has commenced on the Elementary School boiler project.

Selectman Kruckas asked if there were any grants for summer programs for kids and youth activities. He also thanked the Police Department for all their hard work on recent arrests.

Mr. Beckley noted that the Town Pool has opened today.

Selectman Talbot made the motion to Adjourn Regular Session at 7:58 p.m. Selectman Kruckas seconded the motion. The motion passed on a vote of 3 Yes, 0 No, 2 Absent (Selectman Opalinski, Selectman Whitney).

Attest: _____
Mary L. Midura, Executive Assistant



Board of Selectmen

**Ware Town Hall, Meeting Room, 126 Main Street
Regular Meeting Minutes – Tuesday, July 16, 2019 at 7:00 p.m.**

Meeting Opened

Meeting Opened

Present: Selectman John E. Carroll, Selectman Keith J. Kruckas, Selectman Tracy R. Opalinski, Selectman Nancy J. Talbot, Selectman Alan G. Whitney, Town Manager Stuart Beckley, Clerk Mary L. Midura.

Opening Remarks, Announcements, and Agenda review by Chair - none

Consent Agenda - none

Scheduled Appearances – none

Old Business

- **Appointments of Special Police Officers, Honorary Police Officers, Police Matrons, and Constables**

Selectman Whitney made the motion to approve the appointments to June 30, 2020. Selectman Kruckas seconded the motion. The motion passed on a vote of 4 Yes, 0 No, 1 Abstention (Selectman Talbot).

New Business

- **Main Street Land Takings**

Mr. Beckley noted the 33 takings as directed by Mass DOT and town counsel with title research. Mr. Beckley acknowledged the tedious work done by Gilbert St. George-Sorel, with help from Mary Midura. The Board of Selectmen expressed their thanks.

I move that the Board adopt and sign the 5 orders of taking (attached hereto) of permanent easements and the 28 orders of taking (attached hereto) of temporary easements regarding the Main Street Reconstruction project and that the Board sign the attached 33 notices of takings and authorize the Town Manager to draft, sign and send appropriate cover letters and related documents to all property owners and take whatever other actions necessary to complete these eminent domain takings.

The motion was made by Selectman Nancy J. Talbot. The motion was seconded by Selectman Tracy R. Opalinski. The motion passed on a roll call vote of 5 Yes, 0 No.

Selectman John E. Carroll	Yes√
Selectman Keith J. Kruckas	Yes√
Selectman Tracy R. Opalinski	Yes√
Selectman Nancy J. Talbot	Yes√
Selectman Alan G. Whitney	Yes√

- **Request to Waive Late Charge Fees and Interest on Water Bill: Walsh, 31 Warebrook Drive**
Mr. Walsh was present. He stated he did not receive the first bill, but received the demand with late charges and paid immediately. Selectman Opalinski questioned if this happens often. Mr. St. George-Sorel noted that 800 late notices were mailed, and he does not waive late fees. Mr. Walsh stated he has been in town only ten months and received the previous bill without a problem.

Selectman Opalinski made the motion to waive the \$15.91 late charge; Selectman Talbot seconded the motion. The motion passed on a vote of 5 Yes, 0 No.

- **Request for Handicapped Parking Sign: 33 Pulaski Street**
Mr. Grant was present. He noted there are no handicapped spaces on the street. He noted the driveway to the complex in which he rents an apartment has shared access and is very difficult to navigate. Chairman Carroll noted the public safety officer should evaluate and give recommendation to the Board. Mr. Grant noted ADA compliance law.

Selectman Whitney made the motion for the Public Safety Officer to review and report to the Board of Selectmen on August 13, 2019 on Request for Handicapped Parking Sign at 33 Pulaski Street; Selectman Talbot seconded the motion. The motion passed on a vote of 5 Yes, 0 No.

- **Authorize Town Manager , Schools Project Funding Agreement**

Selectman Opalinski made the following motion:

The Board of Selectmen votes to authorize the Town Manager to execute and deliver the Project Funding Agreement (the "Agreement"), and any amendments thereto, for the Stanley M. Koziol Elementary School and the Ware Middle School Projects (the "Project") between the Town of Ware and the Massachusetts School Building Authority on behalf of the Town of Ware and to bind the Town of Ware as to terms and conditions; and that the Board of Selectmen votes to authorize the Town Manager to make final, binding decisions with respect to the Project described in the Project Funding Agreement, and any amendments thereto, on behalf of the Town of Ware.

Selectman Talbot seconded the motion. The motion passed on a vote of 5 Yes, 0 No.

Selectman Kruckas questioned the progress of the School Building Committee; Mr. Beckley noted that an afternoon meeting was held as that was convenient for the consultants. Chairman Carroll stated that the consultants should be told to come to a night meeting.

- **East-West Passenger Rail Resolution and Support**

Benjamin Hood, Chairman of the Rail Steering Committee, spoke to the Board. He noted that a meeting will be held in Springfield on July 23 to present 6 alternatives. This resolution and letter are very timely and Ware is friendly territory with the Quaboag Connector and QVDC. The East-West Rail Steering Committee is presenting a recommendation of a stop in Palmer. The State study has looked at

Massachusetts, Vermont and Connecticut with 8 trains each way daily. That previous \$1 million study was shelved. This is now a follow-up. The Town of Monson did a similar resolution last week. In total, 18 towns are supporting this region. Chairman Carroll read aloud the resolution.

Selectman Kruckas made the motion to approve the resolution; Selectman Talbot seconded the motion. The motion passed on a vote of 5 Yes, 0 No.

- **Application to Zoning Board of Appeals: Jodi Chartier, Term to Expire June 30, 2022**
(This application was in the published packet, inadvertently not placed on agenda)

Selectman Talbot made the motion to appoint Jodi Chartier to the ZBA; Selectman Whitney seconded the motion. The motion passed on a vote of 5 Yes, 0 No.

- **Town Manager Goals Update**

Mr. Beckley requested to table to the next meeting.

Selectman Whitney made the motion to table Town Manager Goals Update to August 13, 2019;

Selectman Kruckas seconded the motion. The motion passed on a vote of 5 Yes, 0 No.

Comments and Concerns of Citizens - none

Town Manager Report

Upcoming dates:

August 6 – National Night Out, 6-8 p.m.

August 13 – Board Meeting

Weather

With anticipated high temperatures this weekend, the Town is prepared to offer cooling centers. The first will be the fire station. If more space is needed, the Senior Center will be opened. The hours will be 10am – 5pm on Saturday and Sunday. Additionally, the Town pool will have extended hours, being open from 1 pm – 7 pm on Saturday and Sunday.

The Town has not yet reached the threshold to impose the required watering ban, but if the river stays at its current level through Thursday morning, a restriction will be required. This would limit residential watering to before 9 am or after 5 pm.

Bidding

The Town received Bids for DPW materials and services such as paving, chip seal and snow plowing and will move forward on summer road projects. One item, milling, had to be rebid. Those quotes will be received by Friday. Proposals for 73 West Main Street are due July 26.

Personnel

The Town has hired Michael Bouvier of Ware as a Truck Driver/Laborer for the Highway Division of the DPW. He began work today.

Departmental staff completed two trainings on Customer Service in the past month. In addition to the trained staff, the programs provide for reductions in the Town's liability insurance

Main Street

The Town is meeting with the new owner of 114 Main Street tomorrow to discuss plans for the building.

Chairman Carroll stated he would like a discussion at the next meeting to hire a part-time position for HR and requested that the Town Manager list options.

Selectman Opalinski asked about help for the DPW and Parks; Mr. Beckley noted a private company helps. Selectman Opalinski questioned the progress of the Committee to Recommend Legislative Action Regarding Sex Offender Density. Selectman Whitney noted that the chair of the Committee has not called a meeting recently.

Selectman Kruckas questioned the ambulance costs per transport, noted at a meeting last night. Mr. Beckley noted that the Board of Selectmen voted to add this cost to Hardwick.

Selectman Opalinski questioned the positions advertised for DPW and Treasurer, and suggested advertising in MMA and networking; Mr. Beckley noted advertisements in Turley publications and MMA. Mr. Beckley noted the option of sharing a treasurer with West Brookfield.

Selectman Kruckas questioned ongoing projects. Selectman Opalinski also questioned the process of the water treatment plant. Mr. Beckley noted the timeline is 18-24 months. Mr. St. George-Sorel stated that he wants to compare actual revenues to the \$6million cost. He noted that, in addition to the plant, there will be ongoing costs such as replenishment of filters. He believes an additional \$1.5million will be needed. Selectman Kruckas noted the Board should receive concrete numbers. Mr. St. George-Sorel noted direct and indirect costs. Selectman Talbot asked if Mass. Water Resources has been contacted for grants or other funding. Mr. Beckley noted these are loans. The USDA will have more information available in October 2019. Chairman Carroll asked about Snow's Pond or Muddy Brook. Mr. St. George-Sorel noted the iron and manganese in Muddy Brook, and the very expensive process to get those out of the water. Selectman Opalinski noted that code enforcement is needed. She also requested that information to be presented to the Capital Planning Committee be sent prior to the meetings.

Executive Session: MGL Chapter 30A, Section 21(a) #2 Negotiations – Police

Selectman Whitney made the motion to Adjourn Regular Session at 7:53 p.m. to go into Executive Session: MGL Chapter 30A, Section 21 (a) #2 Negotiations-Police, NOT TO RECONVENE IN OPEN SESSION. Selectman Opalinski seconded the motion. The motion passed on a roll call vote of 5 Yes, 0 No.

Selectman John E. Carroll	Yes√
Selectman Keith J. Kruckas	Yes√
Selectman Tracy R. Opalinski	Yes√
Selectman Nancy J. Talbot	Yes√
Selectman Alan G. Whitney	Yes√

Attest: _____
Mary L. Midura, Executive Assistant

TOWN OF WARE

SPECIAL EVENT PERMIT APPLICATION
(To be posted or made available at event)

Return to: Board of Selectmen, Town of Ware, 126 Main Street, Ware, MA 01082

APPLICATION PACKET MUST BE RECEIVED NO LATER THAN 30 DAYS PRIOR TO THE EVENT.

Event Name: Doggie Dip-N-Dive

Event Producer: Friends of the Ware Dog Park
Primary Contact Information:

Primary Contact Name: Brandy Bruso
Fax: _____

Non-Profit Organization / Event: Yes No

Day Phone: _____

Cell Phone: 

E-mail: brandybruso123@gmail.com

Website: _____

Event Information:

Event Address / Location: Reed Memorial Pool - 125 West Main St.

Starting Date: 08/31st/ 2019
Time: 11:00 AM
Ending Date: 8/31/2019
Time: 3:00PM

SATURDAY, AUGUST 31
11 - 3

Total attendance expected: >50
Rain plan: No raindate

List any streets to be closed for special event: None

Summary of Event - *Please describe the special features of the event within the box below.*

This will be the third year that the town pool will be open for dogs to swim and play. Like the prior years, all dogs must be licensed with the town of residence and all dog owners must sign a waiver accepting all responsibility and liability. We will have a lifeguard on duty during the event. Only dogs are allowed in the pool.

RELEASE/HOLD HARMLESS AGREEMENT (REQUIRED FOR USE OF TOWN PROPERTY ONLY):

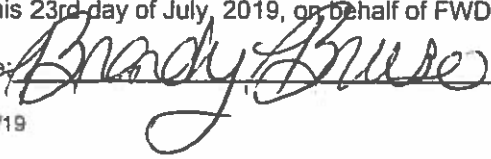
I, Brandy Bruso, a representative from Friends of the Ware Dog Park, does hereby acknowledge that in the course of its use of property owned by the Town of Ware, namely Reed Memorial Pool, located at 125 West Main Street, Ware, Massachusetts, for the purpose described above, and more particularly by virtue of the presence of its agents, servants, employees and invitees, (hereinafter collectively referred to as FWDP, in any manner whatsoever shall operate at its own risk on said property of the Town of Ware.

For and in consideration of the use of Reed Memorial Pool, FWDP does for itself and on behalf of its agents, servants, employees and invitees, hereby, jointly and severally, remise, release and forever discharge the Town, it's agents, servants and employees (hereinafter collectively referred to as the "Town"), of and from all debts, demands, actions, and any and all claims or demands whatsoever of any kind for damages or injuries to property or person, which may arise by virtue of Doggie Dip-N-Dive, use of Reed Memorial Pool. FWDP further agrees to defend and indemnify and hold harmless the Town from and against any claims of any nature whatsoever and the cost and expense, including, but not limited to, attorney fees and legal costs arising out of any claim in connection with its use of Reed Memorial Pool.

Said indemnification shall not include claims arising from intentional malfeasance by the agents or employees of the Town of Ware.

Signed this 23rd day of July, 2019, on behalf of FWDP by Brandy Brusco, its president.

Signature: _____



Date: 7/23/19

Signature of the agent duly authorized by the Special Event Permit applicant to bind it.

**** This application packet (the checklist and the permit application) will be reviewed by each department for sign-offs. Once all sign-offs have been received, this application packet will be placed on an upcoming agenda for final approval by the Board of Selectmen. ****

Review & Submission for Sign –Offs Provided By Departments
Please note – Departments may provide additional comments below their sign-off

Parks & Recreation _____ **Date:** _____

Health Department _____ **Date:** _____

Department of Public Works _____ **Date:** _____

Building Inspections _____ **Date:** _____

Fire Department _____ **Date:** _____



Date: 7-30-19 _____

Police Department _____ **Date:** _____



Date: 07-25-19 _____ **f Officers (if applicable)**

TOWN OF WARE

SPECIAL EVENT PERMIT APPLICATION

(To be posted or made available at event)

Return to: Board of Selectmen, Town of Ware, 126 Main Street, Ware, MA 01082

APPLICATION PACKET MUST BE RECEIVED NO LATER THAN 30 DAYS PRIOR TO THE EVENT.

Event Name: Ware Jr. Car Show Event Producer: Ware Family Center

Primary Contact Information:

Primary Contact Name: Lorie Desjardins Fax: _____

Non-Profit Organization / Event: Yes [checked] No _____

Day Phone: _____ Cell Phone: [REDACTED]

E-mail: ldesjardins@collaborative.org Website: _____

Event Information: GRENVILLE PARK

Event Address / Location: Pavillion / Soccer field / Tee ball field

Starting Date: 9/7/19 Time: 10: AM Ending Date: 9/7/19 Time: 12: PM

Total attendance expected: 60 Rain plan: Saturday 9/14 same time 10-12pm

List any streets to be closed for special event: N/A

Summary of Event - Please describe the special features of the event within the box below.

Jr. car show - Standard judging criteria; best in show best car, best truck etc. etc.

Circuit Race - Groups of 4 race around a circular track.

Drag race - All participants line up on soccer field and race to band stand.

Balloon Derby - Balloons tied to front & rear of cars. Bumper cars ensue until all balloons are

poppe d.

RELEASE/HOLD HARMLESS AGREEMENT (REQUIRED FOR USE OF TOWN PROPERTY ONLY):

I, David Powers, a representative from Ware Family Center, does hereby acknowledge that in the course of its use of property owned by the Town of Ware, namely Greenville Park located at North St., Ware, Massachusetts, for the purpose described above, and more particularly by virtue of the presence of its agents, servants, employees and invitees, (hereinafter collectively referred to as Ware Family Center), in any manner whatsoever shall operate at its own risk on said property of the Town of Ware.

For and in consideration of the use of field in front Bowditch, Thall field + bathroom does for itself and on behalf of its agents, servants, employees and invitees, hereby, jointly and severally, remise, release and forever discharge the Town, it's agents, servants and employees (hereinafter collectively referred to as the "Town"), of and from all debts, demands, actions, and any and all claims or demands whatsoever of any kind for damages or injuries to property or person, which may arise by virtue of _____ use of _____.

_____ further agrees to defend and indemnify and hold harmless the Town from and against any claims of any nature whatsoever and the cost and expense, including, but not limited to, attorney fees and legal costs arising out of any claim in connection with its use of _____.

Said indemnification shall not include claims arising from intentional malfeasance by the agents or employees of the Town of Ware.

Signed this 16 day of July, 2019, on behalf of Ware Family Center by David Powers, its Member.

X [Signature] Hamilton D. Reynolds Date: 7, 17, 19
Signature of the agent duly authorized by the Special Event Permit applicant to bind it.

**** This application packet (the checklist and the permit application) will be reviewed by each department for sign-offs. Once all sign-offs have been received, this application packet will be placed on an upcoming agenda for final approval by the Board of Selectmen. ****

Review & Submission for Sign -Offs Provided By Departments
Please note - Departments may provide additional comments below their sign-off

Parks & Recreation ✓ Date: 7/19/2019
APPROVED AT PARS' MEETING

Health Department _____ Date: _____

Department of Public Works _____ Date: 07/22/19
Albert R. George - Sr

Building Inspections ✓ Date: 7/19/2019

Fire Department [Signature] Date: 7-24-19

Police Department [Signature] Date: 07-19-19

of Officers (if applicable) 0

SPECIAL EVENT PERMIT APPLICATION
(To be posted or made available at event)

Return to: Board of Selectmen, Town of Ware, 126 Main Street, Ware, MA 01082

APPLICATION PACKET MUST BE RECEIVED NO LATER THAN 30 DAYS PRIOR TO THE EVENT.

Event Name: Nerf War Event Producer: Grenville Woodland Playground Committee (GWPC)

Primary Contact Information:

Primary Contact Name: Paula Quimette Fax: 413 967 6009

Non-Profit Organization / Event: Yes No

Day Phone: _____ Cell Phone: [REDACTED]

E-mail: QT12683@aol.com Website: _____

Event Information:

Event Address / Location: Grenville Park, 73 Church St.

Starting Date: 9/22/19 Time: 1:00 PM Ending Date: 9/22/19 Time: 4:00 PM

Total attendance expected: 60 Rain plan: rain or shine

List any streets to be closed for special event: N/A

Summary of Event - Please describe the special features of the event within the box below.

Children and adults will be shooting at targets using Nerf guns. Proceeds from the event will raise money for new playground equipment at Grenville Park.

I, Paula Ojimoto, a representative from GWPC does hereby acknowledge that in the course of its use of property owned by the Town of Ware, namely Grenville Park located at 73 Church St., Ware, Massachusetts, for the purpose described above and more particularly by virtue of the presence of its agents, servants, employees and invitees (hereinafter collectively referred to as _____), in any manner whatsoever shall operate at its own risk on said property of the Town of Ware.

For and in consideration of the use of Grenville Park, GWPC does for itself and on behalf of its agents, servants, employees and invitees, hereby, jointly and severally, remise, release and forever discharge the Town, its agents, servants and employees (hereinafter collectively referred to as the "Town"), of and from all debts, demands, actions, and any and all claims or demands whatsoever of any kind for damages or injuries to property or person, which may arise by virtue of GWPC use of Grenville Park. GWPC further agrees to defend and indemnify and hold harmless the Town from and against any claims of any nature whatsoever and the cost and expense, including, but not limited to, attorney fees and legal costs arising out of any claim in connection with its use of Grenville Park. Said indemnification shall not include claims arising from intentional malfeasance by the agents or employees of the Town of Ware.

Signed this 8 day of August, 2019 on behalf of GWPC by Paula Ojimoto, its member
X Paul Ojimoto Date 8.8.19
Signature of the agent duly authorized by the Special Event Permit applicant to bind it

**** This application packet (the checklist and the permit application) will be reviewed by each department for sign-offs. Once all sign-offs have been received, this application packet will be placed on an upcoming agenda for final approval by the Board of Selectmen. ****

Review & Submission for Sign-Offs Provided By Departments
Please note - Departments may provide additional comments below their sign-off

Parks & Recreation _____ **Date:** _____

Health Department _____ **Date:** _____

Department of Public Works _____ **Date:** _____

Building Inspections _____ **Date:** _____

Fire Department _____ **Date:** _____

Police Department _____ **Date:** _____

_____ **# of Officers (if applicable)** _____

Board of Selectmen: John E.



July 3, 2019

Jesse and Jennifer Baker
20 Westbrook Avenue
Ware, MA 01082

Dear Mr. and Mrs. Baker:

The Ware Board of Selectmen held a public hearing on **Tuesday, July 2, 2019** for a complaint filed under MGL Chapter 140 §157 Nuisance or Dangerous Dogs. You were properly notified of this hearing by a certified letter dated June 19, 2019.

After hearing testimony from Mr. and Mrs. Hills, and from you, the Board of Selectmen determined that this situation will be reviewed again at the Board of Selectmen meeting scheduled on **Tuesday, August 13, 2019 at 7:05 p.m.** Your attendance at this meeting will be greatly appreciated.

At the meeting of July 2, 2019, the Board advised you to resolve this situation by methods such as stronger and secure leashes and muzzles used on both of your dogs, in addition to the use of the kennel you have already placed on your property.

The Animal Control Officer will also be asked for an opinion on this situation. The Board of Selectmen will receive testimony from all individuals present on August 13, 2019, and then make a determination.

If you have any questions, please call me at 413-967-9648, extension 101.

Sincerely,

Mary L. Midura
Executive Assistant to Town Manager

SENDER: COMPLETE THIS SECTION

- Complete Items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

JESS + JENNIFER BAKER
20 WESTBROOK AVE.
WARE, MA 01082



9590 9402 3010 7124 5394 12

2. Article Number (Transfer from service label)

7019 0160 0000 3349 6199

PS Form 3811, July 2015 PSN 7530-02-000-9053

COMPLETE THIS SECTION ON DELIVERY

A. Signature

Jennifer Baker Agent
 Address

B. Received by (Printed Name)

Jennifer Baker

C. Date of Deliv

7-8-19

D. Is delivery address different from item 1? Yes
If YES, enter delivery address below: No



3. Service Type

- Adult Signature
- Adult Signature Restricted Delivery
- Certified Mail®
- Certified Mail Restricted Delivery
- Collect on Delivery
- Collect on Delivery Restricted Delivery
- Insured Mail
- Insured Mail Restricted Delivery (over \$500)
- Priority Mail Express
- Registered Mail™
- Registered Mail Res Delivery
- Return Receipt for Merchandise
- Signature Confirmat
- Signature Confirmat Restricted Delivery

Domestic Return Rec



TOWN OF WARE

POLICE DEPARTMENT

22 NORTH STREET, WARE, MASSACHUSETTS 01082-1004
TEL: (413) 967-3571 FAX: (413) 967-9606



SHAWN C. CREVIER
CHIEF OF POLICE

TO: Board of Selectmen and Town Manager
FROM: Chief Shawn C. Crevier
DATE: July 31, 2019
RE: Handicap parking on Pulaski St.

Upon review of the request for handicap parking on/at 33-35 Pulaski St., Ware MA. Officer Talbot and I don't see any issues with having an assigned handicap park space at the requested location.

Respectfully,

A handwritten signature in cursive script, appearing to read "Chief Shawn C. Crevier".

Chief Shawn C. Crevier
Ware Police Department

TO: CHIEF CREVIER

FROM: SAFETY OFC. CHRISTOPHER TALBOT

SUBJECT: HANDICAP PARKING SPACE ON PULASKI ST.

AT YOUR REQUEST I CHECKED THE ENTIRE LENGTH OF PULASKI ST AND OBSERVED 26 PARKING SPACES ALONG THE LENGTH OF THE STREET, NONE OF WHICH ARE DESIGNATED HANDICAP. THERE ARE NUMEROUS RESIDENCES AND SEVERAL BUSINUSSES ALONG THE STREET. I DO NOT SEE A PROBLEM WITH MAKING A DESIGNATED HANDICAP PARKING SPACE IF THE BOARD OF SELECTMEN CHOOSES TO DO SO.

RESPECTFULLY SUBMITTED,



SAFETY OFC. CHRISTOPHER TALBOT

To: Ware Town Committee

June 26, 2019

From: Liam Grant

RE: Installation of handicap sign at 33-35 Pulaski St.

I come before this board requesting that it be approved to have a handicap parking space assigned and funded at the space immediately in front of 33-35 Pulaski St. I feel that this improvement is necessary as there are currently over thirty parking spaces on Pulaski St. without any assigned handicap spaces. I am currently handicapped and often times there is no available spaces to park that afford easy access to my home.

I cite D.O.J. Americans' Disability Act 2010 Title II of A.D.A> standards for accessible Design. While initially designed for program access, I think it should extend to those individuals who are in need of reasonable access to their domiciles. Additionally, this is supported by the ruling that any alteration is restriping and resurfacing made after March, 15, 2012 must comply with A.D.A. 2010 standards to the maximum extent feasible.

I feel that this request of the installation of a handicapped parking sign (H.P.S. at this location will greatly afford me adequate accessibility to my home as well as from my home at 33A Pulaski St. I have a handicapped parking permit, (# available upon request), and am deemed handicapped as a result of a motorcycle accident, and subsequent spinal surgery.

Thank you for your time and consideration in this matter.

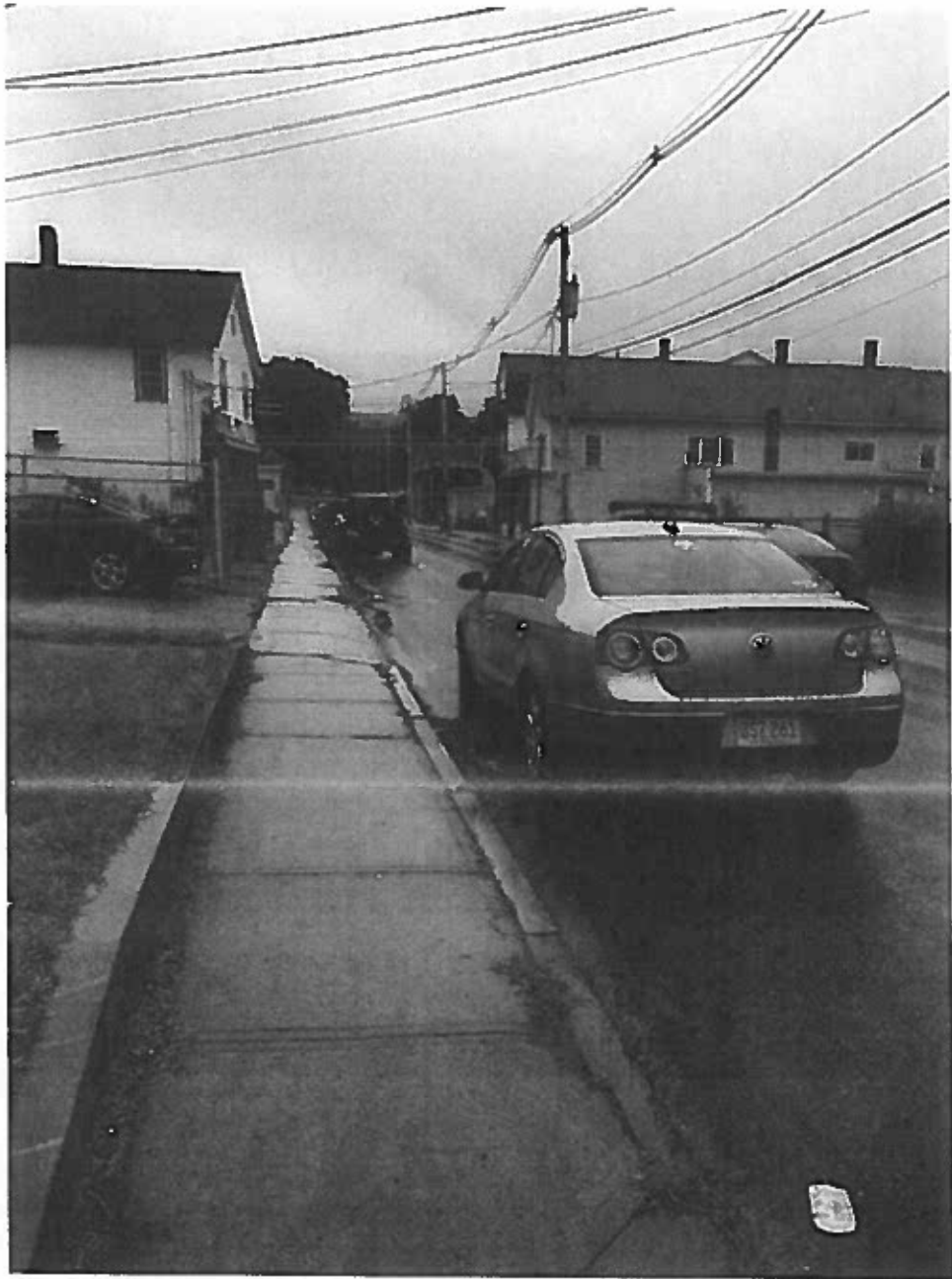
Sincerely,

A handwritten signature in black ink that reads "Liam C. Grant". The signature is written in a cursive style with a large, sweeping flourish at the end.

Liam C. Grant.

33a Pulaski St.

Ware, Massachusetts





TOWN OF WARE

Town Manager

126 Main Street

Ware, MA 01082

413-967-9648 x100

August 9, 2019

Options for Additional Human Resource Services

In accordance with the Town Charter, the Town Manager is to be responsible for the administration of a Town personnel system, including, but not limited to personnel policies and practices, rules and regulations, and an employee handbook, including provisions for an annual employee performance review. The Town Manager shall also prepare and keep current a plan establishing the personnel staffing requirements for each Town agency under the Manager's jurisdiction. Additionally, the negotiation of employee contracts and compensation are to be completed.

Recognizing that some of these tasks (1) are not up to date and (2) take time, the Board of Selectmen has asked for a review of options for enhancing human resource tasks.

Few towns of Ware's size in central and western Massachusetts have a Personnel or HR director. Some that do include Charlton, Wilbraham, and South Hadley. Attached are a range of pays for the position from towns with populations of 5,000-10,000. Also attached is a job description from the Town of Orange that lists the critical tasks for an HR direct that would fit Ware's current situation.

A full-time Personnel Director for Ware is an expensive option given other town needs, with a likely salary of \$60,000 to \$70,000 for an experienced person. With the Town Manager and labor attorney keeping union negotiations, would permanent full-time be needed?

A part-time or shared personnel person could update policies, organize employment files, and provide guidance to employee inquiries. This would provide 15-20 hours per week.

Another option would be to contract for services to bring the Town up to date on policies and organization. \$5,000-10,000

page 1 of 2

MMHR Salary Benchmark Survey

Position: Personnel / HR Director

Category: Human Resources

Performs professional administrative duties. Manages and directs the design, maintenance and administration of the Human Resources functions including information systems, staffing and employment, employee relations, records and data management and benefits and compensation administration. Responsible for preparing annual salary budget. Evaluates the organization's programs related to recruitment and retention. Consults with management regarding the development and planning of employee performance and employment functions such as counseling, coaching, disciplining and career development. Monitors employee grievance process and provides counsel on grievance procedures. Monitors HR information system usage for

Description: appropriate access to data and employee records. Negotiates all benefit plan contracts. Establishes and communicates human resource policies and develops strategies compatible with organization goals and objectives. Continually adapts employee services, programs or strategies to respond to constantly changing issues throughout the organization. Monitors compliance with various federal, state and local laws and regulations related to fair employment, compensation and benefit practices. MINIMUM QUALIFICATIONS may include graduation from a college or university with a bachelors degree in public administration, personnel administration, business administration, or related field and seven to ten(7-10) years of related experience; or an equivalent combination of education and experience.

City / Town	Community Title	# Hours per Week	Min Annual Pay	Max Annual Pay	Actual Salary	Years of Service	Civil Union
Athol							N N
Ayer							N N
Bedford	Human Resources Manager	40	\$72,660	\$98,097			N N
Carver		0	\$0	\$0			N N
Charlton	HR Director	40			\$70,116	1	N N
Concord	HUMAN RESOURCES DIRECTOR	40	\$89,051	\$134,327			N N
Dalton							N N
East Longmeadow		37	\$72,500	\$72,500	\$72,500		N N
Fairhaven	Human Resources Director	40	\$64,937	\$76,689			N N
Foxborough							N N
Grafton							N N
Groton	PERSONNEL/HR DIRECTOR	40	\$64,167	\$79,406	\$78,429	4	N N
Groveland	see Finance Director						N N
Halifax							N N
Holliston							N N
Hopedale							N N
Hudson							N N
Littleton							N N
Longmeadow	Human Resource	40	\$64,648	\$87,674			N N

Manager							
Lunenburg							N N
Maynard							N N
Medway							N N
Millbury		40		\$105,000			N N
Newbury							N N
North Reading	HR Director	35			\$103,530		N Y
Northbridge							N N
Pepperell							N N
Rowley							N N
Salisbury							N N
South Hadley							N N
Southborough							N N
Southbridge		0	\$0	\$0			N N
Swampscott	Director of HR	34			\$115,000	1	N N
Weston	Assistant Town Manager/HR Director	37	\$112,004	\$151,205	\$126,911		N N
Westwood	HR Director	40	\$96,065	\$119,971	\$111,405	4	N N
Wilbraham	Human Resources Coordinator	35	\$47,087	\$73,997			N N



Town of Orange, Massachusetts Job Description

Position Title:	Human Resources Administrator	Grade:
Department	HR/Finance	Salary:
Reports to:	Town Administrator	Location: Town Hall
Status	exempt	
Date Adopted		

Summary of Position Responsibilities:

In compliance with the Town HR Bylaws, performs a variety of complex professional and administrative duties in support of the Town's Human Resources functions, including employee development and training, discipline and investigation, labor relations, recruitment, consultation and guidance on HR issues, compensation and benefit administration; provides information and assistance to employees and the general public regarding human resources activities, policies and procedures; and performs a variety of technical duties relative to assigned area of responsibility.

Description of Supervision/Supervisory Responsibilities:

The position reports to the Town Administrator. The employee is required to work independently, within established policies and procedures and the requirements of federal, state and local law (as applicable), with minimal direct supervision. This position may oversee part time and volunteer workers.

Essential Functions of Job: The essential duties of functions listed below are illustrations of the type of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Maintains all official employee personnel records and ensures their confidentiality.
2. Works with the Town Administrator and/or HR Board to prepare job descriptions and maintain employee handbooks to include policies and procedures and arranges for periodic reviews of such.
3. Coordinates and conducts the recruitment and selection process as follows: prepares and reviews job description and conducts job analysis as necessary; compose position postings and advertisements; screens applications; selects interviewees; composes interview questions; interviews candidates with Department Head, sends offer letters upon selection; performs new employee orientation.
4. Develops, monitors, and tracks Performance Management Program, providing Department Head training as needed and status reports to the Board of Selectmen.
5. Assists in union-management contract negotiations, grievances and arbitration. Conducts labor relations research, including wage survey, compiling technical data and providing analysis and recommendations to management as requested. Maintains union contracts and documents and advises staff regarding the provisions of the contracts.



Town of Orange, Massachusetts Job Description

6. Develop and implement Department Head and employee training programs, which are compliant with Town, State and Federal requirements. Conducts sessions in-house or procures experts to provide training.
7. Administer employee disciplinary policies and procedures; provide assistance to Department Heads on disciplinary issues and action to be taken; administer formal grievance procedures; participate in hearings and assist management in preparing and responding to grievances and complaints.
8. Manages time-off benefit program, including tracking sick, vacation, and personal time. Manages employee time off requests for leave, including disability claims and FMLA administration.
9. Administers the Workers Compensation program for job related injuries/illnesses and coordinates with the third party claim administrator.
10. Administers the occupational health and drug screening process.
11. Prepares and submits payroll hours to the Payroll Company bi-weekly, reconciling the reports with the Town Accountant and maintaining the records. Provides customer service to employees and investigates/resolves payroll issues.
12. Administers the online unemployment claims; responds to requests for information and assists Treasurer with Hearing preparation. May attend hearings as assigned.
13. Processes child support orders and garnishments; sends payment to state agencies.
14. Provides employee information to The Retirement Board upon request.
15. Administers Employee Benefit Plans; provides SPD information, enrolls and terminates, prepares Open Enrollment communication pieces, Prepares end of year ACA reports, administers COBRA and retiree benefit payments, reconciles monthly vendor bills and investigates errors.
16. Performs other work as required or assigned from time to time.

Minimum Competencies:

- Knowledge of modern office practices, procedures and equipment.
- Knowledge of principles of recruiting, training, workplace safety, record keeping, file maintenance and organizational development.
- Knowledge of principles, practices and methods of compensation and benefit plans.
- Ability to communicate effectively and professionally with, and establish and maintain cooperative relationships with a diverse group of people including: town officials, employees and staff, governmental representatives, and the public.
- Ability to communicate effectively in written and oral form; aptitude with accounting processes.
- Ability to develop and administer human resources plans, policies and procedures.
- Ability to read, interpret, understand and apply employment standards and procedures, applicable Federal and State rules and regulations, and Town policies and procedures.
- Good organizational skills; detail oriented, takes initiative and able to work with minimal supervision.
- Ability to handle multiple tasks, prioritizes effectively, and meets deadlines.
- Proficiency in word processing, spreadsheet, and accounting/billing software (such as MS Office Suite and Payroll).
- Honesty, reliability, high level of confidentiality, discretion, and good judgment essential.

Education and Experience/Other Requirements:

- Bachelor's Degree in Human Resources, Business Administration, Finance, Accounting or related field;
- 5 plus years of professional Human Resources experience;



Town of Orange, Massachusetts Job Description

- Any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Physical Requirements/Work Environment:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- This is an office-based job in a dynamic municipal office. While performing the duties of the Human Resources Administrator, the employee is required to: interact and communicate frequently with the other staff members and boards, and/or third parties transacting business with the Town; operate standard office equipment including computers and keyboards, at efficient speed; lifts/moves objects weighing up to 10 pounds and can move throughout the municipal offices.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as needs of the employer and requirements of the job change. External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined on a case by case basis.

June 12, 2019

Town Manager
Town of Ware
126 Main St
Ware, MA 01082

RE: Assistant to the Treasurer Collector Job Posting

To Whom It May Concern:

Please accept this letter of interest for the Assistant to the Treasurer Collector position. I strongly believe that I have a lot of beneficial characteristics and strengths to bring to this position. In this day and age, there is always more to learn and I have taken an active role in my education. I earned my Bachelor of Arts in Psychology, with a minor in Sociology, at Westfield State University and since my completion have continued my education by taking courses through the Center for Financial Training. The Center for Financial Training has provided me with an incredible base of business and financial knowledge from which I can only expand. In all aspects of my life, I have a strong desire to learn and better myself.

Paired with my desire to learn, I feel that my personal characteristics make me a great candidate for this position. I have superior organizational skills. I like my work completed promptly and neatly. In addition, I am also honest to a fault; I always admit and learn from my own mistakes. Above all else, I set extremely high standards for myself. I won't settle for a job completed, it has to be completed to the best of my ability.

Working in the eServices Department at Country Bank has given me a strong foundation in working with consumers, vendors, and businesses of all varieties. I've also had the opportunity to learn, implement, and develop the back and end user side of payroll and various digital products. The knowledge I've gained is unequivocal in all aspects of electronic services and customer service. In addition, this experience would allow me to easily learn your programs and procedures as I've worked so closely with similar resources.

I can honestly say that I have learned a tremendous amount working at Country Bank and with the diverse group of individuals. I'm thankful every day for the opportunities I've been given, but I am certain that I am ready to move on to bigger challenges and push myself to continue to learn. I would love the opportunity to work for the Town of Ware and be a strong contributor to your team.

If you have any further questions or would like more information, please do not hesitate to contact me. I look forward to hearing from you.

Very truly yours,

A handwritten signature in black ink, appearing to read "Erica M. Brunell". The signature is written in a cursive style with a large initial "E" and "B".

Erica M. Brunell

Erica M. Brunell

EDUCATION

Westfield State College

Bachelor of Arts in Psychology; May 2010

Minor: Sociology

GPA: 3.77; Dean's List

Center for Financial Training

Financial Services Management Diploma; 2017

Intro to Financial Services Operations; 2016

Sales and Service Management; 2015

Financial Services Marketing Certificate; 2015

Professional Teller Certificate; 2014

Intro to Supervision Certificate; 2014

Human Resources Certificate; 2013

EXPERIENCE

Country Bank for Savings

Ware, MA

eServices Manager, March 12, 2012-Present

- Assist in all areas of Cash Management
- Provide technical support and training
- Ensure excellent customer service
- Responsible for account reconciliation
- Sell products and services to meet customers' needs
- Review and ensure accuracy and risk of deposits and bank products

Wal-Mart

Ware, MA

Front End Zone Supervisor, June 2008-March 2012

- Supervise fifty store employees per shift and delegate responsibilities as necessary
- Use conflict management techniques to resolve customer issues

Micknuck's Fresh Marketplace

Fiskdale, MA

Assistant Manager, November, 2003 – June 2008

- Provided positive encouragement to ten store employees
- Responsible for opening and closing

RELATED EXPERIENCE

Westfield State College Work Study

Psychology Office Assistant, September 2007-May 2010

- Provided administrative support to department faculty

Cancer House of Hope

Intern, January 2009-May 2010

- Observed counseling sessions for cancer patients and their loved ones
- Learned how to assist clients with coping mechanisms and acceptance of illness

Developed and organized several fundraisers including a benefit concert, collaboration with Friendly's, and cookbook production and sale
Discuss physical and psychological impact on chemotherapy patients and resulting self-image issues

Stavros

Personal Care Assistant, July 2009-March 2010

Assist client with Multi-system Degenerative Atrophy with daily needs

Westfield State College, Psychology Department

Teacher's Assistant, January 2008-May 2008

Assisted with reviewing and grading student papers

Provided individual tutoring sessions for further explanation of course material

Facilitated small discussion groups to deepen understanding of class topics

VOLUNTEER ACTIVITIES

REAS Tastes of the Town; 2017

Rick's Place Heart to Heart; 2017

Ludlow Boys and Girls Club; 2017

Capen Hill Egg Hunt; 2017

March of Dimes; 2017

Walk of Champions; 2017

Salvation Army Bell Ringing; yearly in November and December

SKILLS

Computer: Microsoft Office Programs, Desktop Publishing, Outlook, Remote Deposit Capture

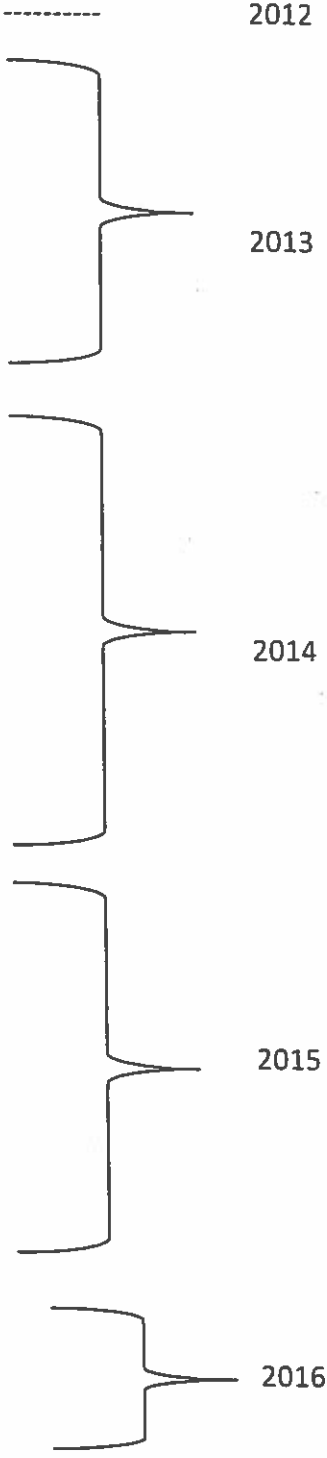
Completed CFT Courses

- 1. Principles of Banking-completed 2012 ----- 2012

 - 2. Organizational Behavior (completed 2/28/2013)
 - 3. Human Relations (completed 4/22/2013)
 - 4. Employment & Labor Law
 - 5. Human Resource Management (completed 7/8/2013)
 - 6. Management (completed 10/21/2013)
 - 7. Leading Your People to Success

 - 8. Marketing (completed 2/24/2014)
 - 9. Customer Service Excellence
 - 10. Teller Operations
 - 11. Ethics
 - 12. Customer Service Innovation
 - 13. Supervision (completed 8/18/2014)
 - 14. Sales Excellence
 - 15. Business Math (completed 9/29/2014)
 - 16. Selling Fundamentals (completed 9/29/2014)
 - 17. Deposit Accounts and Services

 - 18. Economics
 - 19. IRA Overview
 - 20. BSA
 - 21. Managing Change
 - 22. Bank Management
 - 23. Motivating Your Staff
 - 24. 21st Century Supervisor
 - 25. Electronic Funds Transfer Act (EFTA)

 - 26. Managing Performance & Productivity
 - 27. Money and Banking
 - 28. Law and Banking: Principles
 - 29. The Future of Business
- 

30. Accounting
31. Project Management
32. Consumer Lending
33. Product Management: New Product Development
34. Analyzing Financial Statements
35. Product Management: The Managerial Process
36. Residential Mortgage Lending
37. Fraud Examination



2017

Completed Certificates/Diplomas

1. Intro to Human Resources Certificate- Earned March 2014
2. Intro to Supervision Certificate- Earned September 2014
3. Sales and Services Certificate-Earned September 2014
4. Professional Teller Certificate- Earned November 2014
5. Intro to Financial Services Marketing Certificate- Earned May 2015
6. Sales and Service Management Diploma- July 2015
7. Universal Banker Certificate- July 2015
8. Intro to Financial Services Certificate- May 2016
9. Intro to Financial Services Operations Certificate- May 2016
10. Financial Services Management Diploma – March 2017
11. General Financial Service Diploma- June 2017
12. Financial Service Operations Diploma- June 2017
13. Financial Service Marketing Diploma- June 2017
14. Advanced Financial Services Diploma- June 2017
15. Intro to Lending Certificate- June 2017
16. Consumer Lending Diploma- June 2017
17. Project Management Diploma- June 2017
18. Universal Banker Diploma- August 2017

First in Class Awards

1. Human Resource Management
2. Marketing
3. Future of Business- March 2017

Scholarships

Lee W. Webersen Memorial Scholarship- May 2017

Misc. - Excel Training – March 2017

Case

Description and Status

Sheehy Road - ATC/Virgilio

The Town is holding final payment to Virgilio until assurance of proper construction and design. Determined designer at fault for stormwater flow. Town Attorney is coordinating discussions with other two entities. Working with Bob Lemaitre on re-design. Requesting \$95,000 to fix the potential issue. All parties have agreed to move forward with Bob Lemaitre design, then discuss cost.

Tri-County

The Tri-County recycling appeal of the Board of Health decision has slowly worked its way through the Suffolk County Court system. At all levels of decisions so far, the Town Attorney and his team have won. A lot of records have been produced for Tri County.

Maple Street Power

Just filed. Insurance will determine if they will cover or if the Town Attorney will cover.

MIIA
Claims

The Town has several claims against it by residents that are being reviewed by the Town's liability carrier. Most fall into two categories: Falls on sidewalks or water/sewer issues such as the impacts of dirty water or sewer backups. New claim added

Lawsuits

There are two current cases being handled by the liability carrier, MIIA due to the potential for monetary damages. Both are related to the police department. The first was for an arrest of a partially deaf individual who claims that the Town did not offer proper interpretive services. While the Town has resolved this issue with the US Attorney's office and improved its procedures, the individual has filed a civil case.

The other lawsuit claims that an individual was injured (back) during an arrest by the police.

The Town does have a deductible on these cases.

Joint Labor Management Council

The Firefighters still have a complaint in about an unfair labor practice with regard to the implementation of ambulance service to Hardwick. The hearing is currently scheduled in December, but all parties have agreed to include this issue within the contract bargaining issue. Issue resolved as part of bargaining.

cost proposal being reviewed.
Preliminary agreement drafted

Settled

Town position upheld.

Planning Board approved special
permit for solar. Awaiting Judge
approval or if further appeal

Ongoing